

**805C-42A-3231**  
**Employ the Deployed Theater Accountability System (DTAS)**  
**Status: Approved**

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**Distribution Restriction:** Approved for public release; distribution is unlimited.

**Destruction Notice:** None

**Foreign Disclosure: FD1** - This training product has been reviewed by the training developers in coordination with the USASSI / Fort Jackson SC foreign disclosure officer. This training product can be used to instruct international military students from all approved countries without restrictions.

**Condition:** You are assigned as an HR NCO scheduled to deploy in support of overseas contingency operations. You are required to maintain accountability of deployed personnel utilizing Deployed Theater Accountability Software (DTAS). You have a computer connected to the SECRET Internet Protocol Router (SIPRNET) loaded with DTAS, DTAS Users Manual, and access to Human Resources enabling systems. This task should not be trained in MOPP 4.

**Standard:** With a minimum of 70% accuracy, navigate DTAS functions, perform Mass Add, and individual records updates.

**Special Condition:** None

**Safety Risk:** Low

**MOPP 4:** Never

Task Statements
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**Cue:** You are required to maintain accountability of all unit personnel.

**DANGER**

None

**WARNING**

None

**CAUTION**

None

**Remarks:** None

**Notes:** None

## Performance Steps

### 1. Navigate DTAS functions.

#### a. Create DTAS data extract (personnel) file.

(1) Access eMILPO Main Menu.

(2) Select DTAS sub-menu and click on "DTAS Soldier Record."

(3) Select Soldiers by Unit Identification Code (UIC) or Social Security Number (SSN).

(4) Click "OK" to create data extract file.

(5) Click on hyperlink to extract Soldier data and download file.

Note: eMILPO creates an "XML" file format.

(6) Save data extract file to computer.

(7) Access DTAS and upload data extract file.

Note: DTAS Database can read three types of files: (TRN), eMILPO (XML), or Excel (CSV) Load File.

#### b. Access the People Tab function.

(1) Assign Personnel.

(a) Soldier.

(b) Civilian.

(c) Contractor.

(2) Attach Personnel.

(3) Update Personnel.

(4) View DTAS Mini-record.

(a) Basic data.

(b) Service data.

(c) Personal data.

(5) Release Personnel.

(6) Update Location.

(a) Assigned location.

(b) Physical location.

(7) Update Tour Status.

(8) Update Duty Status.

(9) Update Operation.

(10) Delete Person.

(11) Delete Attachment.

(12) Correct Deployed Assigned Unit Identification Code (DASUIC).

c. Access the Locations tab function.

d. Access the Reports tab function.

(1) View Gains/Losses Report.

(2) View In-Transit Report.

(a) Convalescent leave.

(b) Emergency leave.

(c) Local reassignment.

(d) Mission complete.

(e) Rest and Recuperation (R&R Leave).

(f) Temporary Duty (TDY).

(3) Verify Personnel Status (PERSTAT) Report.

(4) Verify Unit Roster.

e. Access the Management tab function.

(1) Manage personal equipment issued.

(2) Input unit-specific and user-defined data.

2. Perform Mass Add.

a. Access the Mass Assign Wizard located under Tool in the Toolbar.

b. Select a Source file.

c. Select People to load.

d. Select Arrival Date/Time and Operation Data.

e. Select Assigned and Physical Location.

f. Select Tour Status data.

3. Perform Individual Updates.

a. Identify data elements requiring update and/or correction.

b. Select Update Personnel function.

c. Input updated personnel information.

d. Save updated personnel information.

(Asterisks indicates a leader performance step.)

**Evaluation Guidance:** Score the Soldier GO if all performance measures are passed (P). Score the Soldier NO GO if any performance measure is failed (F). If the Soldier fails any performance measure, show what was done wrong and how to perform it correctly.

**Evaluation Preparation:** This task can be evaluated by use of the performance measures as listed. This method of evaluation is appropriate if the Soldier performs the task on the job. Allow the Soldier to practice until the Soldier feels qualified and prepared for the evaluation. Then have the Soldier perform the task, using the materials listed in the CONDITIONS statement above. Score the Soldier "PASS" or "FAIL" as determined by the performance.

PERFORMANCE MEASURES	GO	NO-GO	N/A
1. Navigated DTAS functions.			
a. Created DTAS data extract (personnel) file.			
b. Accessed the People Tab function.			
c. Accessed the Locations tab function.			
d. Accessed the Reports tab function.			
e. Accessed the Management tab function.			
2. Performed Mass Add.			
a. Accessed the Mass Assign Wizard located under Tool in the Toolbar.			
b. Selected a Source file.			
c. Selected People to load.			
d. Selected Arrival Date/Time and Operation Data.			
e. Selected Assigned and Physical Location.			
f. Selected Tour Status data.			
3. Performed Individual Updates.			
a. Identified data elements requiring update and/or correction.			
b. Selected Update Personnel function.			
c. Input updated personnel information.			
d. Saved updated personnel information.			

**Supporting Reference(s):**

Step Number	Reference ID	Reference Name	Required	Primary
	ATP 1-0.1	G-1/AG and S-1 Operations	Yes	No
	DTAS	DTAS Functional Guidance	Yes	Yes
	DTAS THEATER MANUAL	DTAS Theater Manager Application User's Manual	No	No
	FM 1-0	Human Resources Support <a href="http://armypubs.army.mil/doctrine/DR_pubs/dr_a/pdf/fm1_0.pdf">http://armypubs.army.mil/doctrine/DR_pubs/dr_a/pdf/fm1_0.pdf</a>	Yes	No

**TADSS :** None

**Equipment Items (LIN):** None

**Materiel Items (NSN) :**

Step ID	NSN	LIN	Title	Qty
	7021-01-C14-3190	70210N	Computer, Micro Lap-Top Portable AC: M4500 Dell	1
	7025-01-328-5540		Printer, Automatic Data Processing, Laser Printer	1

**Environment:** Environmental protection is not just the law but the right thing to do. It is a continual process and starts with deliberate planning. Always be alert to ways to protect our environment during training and missions. In doing so, you will contribute to the sustenance of our training resources while protecting people and the environment from harmful effects. Refer to the current Environmental Considerations manual and the current GTA Environmental-related Risk Assessment card.

**Safety:** In a training environment, leaders must perform a risk assessment in accordance with ATP 5-19, Risk Management. Leaders will complete the current Deliberate Risk Assessment Worksheet in accordance with the TRADOC Safety Officer during the planning and completion of each task and sub-task by assessing mission, enemy, terrain and weather, troops and support available-time available and civil considerations, (METT-TC). Note: During MOPP training, leaders must ensure personnel are monitored for potential heat injury. Local policies and procedures must be followed during times of increased heat category in order to avoid heat related injury. Consider the MOPP work/rest cycles and water replacement guidelines IAW FM 3-11.4, Multiservice Tactics, Techniques, and Procedures for Nuclear, Biological, and Chemical (NBC) Protection, FM 3-11.5, Multiservice Tactics, Techniques, and Procedures for Chemical, Biological, Radiological, and Nuclear Decontamination.

**Prerequisite Individual Tasks :** None

**Supporting Individual Tasks :**

Task Number	Title	Proponent	Status
805C-42A-3233	Process Personnel Information Management (PIM)	805C - Adjutant General (Individual)	Approved

**Supported Individual Tasks :** None

**Supported Collective Tasks :** None

**ICTL Data :**

ICTL Title	Personnel Type	MOS Data
42A - Human Resources Specialist - SL3	Enlisted	MOS: 42A, Skill Level: SL3, Duty Pos: UQI